



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

07-17

DEPARTMENT SECRETARY OF STATE	DIVISION ADMINISTRATION	SECTION PAYROLL	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	TIMECARDS AND BACK UP LEAVE SLIPS	Retain the agency for 5 years plus current then destroy.	Monthly and Bi-Weekly reports NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.
2	PAYROLL BATCHES	Retain in agency for 1 year plus current then destroy	
3	PAYROLL PROCESSING FINANCIAL CONTROL REPORTS	Retain in agency for 1 year plus current then destroy	
<p>I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.</p>			
State Archivist's Signature <i>Terry Peterson</i>		Date 11/6/2006	Records Liaison Officer's Signature <i>Harleen Chacon</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>		Date 11/27/06	State Auditor's Signature <i>Charles E. Ray</i>
			Date 5/18/06 3/14/06 11/9/06